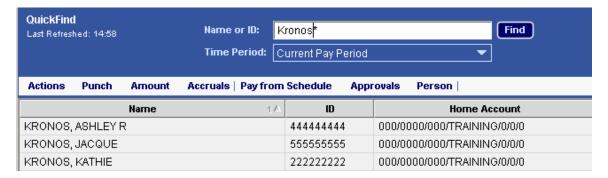
## **Searching for Employees**

There are two ways to search the database for information on one or more employees:

- Ouick Find
- Hyper Find

## **Quick Find**



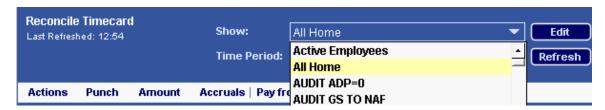
To use the Quick Find feature:

- Select Quick Find on the left side of the screen.
- Enter the employee's name or ID (SSN). Using a Wild Card character (\*) will allow you to pull up a group of employees who have the same information entered before the \*.
- Click Find.

When the system returns the requested information, you can either:

- Double-click on employee's name to open their timecard.
- Select an employee and click on the Timecard launch button.

## **Hyperfind**



- To select your public query, use the drop-down in the Show box. You will only be able to view employees for which you have authorization.
- Click Refresh.